

Spokane Transit Authority
1230 West Boone Avenue
Spokane, Washington 99201-2686
(509) 325-6000

CITIZEN ADVISORY COMMITTEE MEETING (CAC)
Meeting Minutes for January 13, 2016
Southside Conference Room

MEMBERS PRESENT

Dean Lynch - Committee Chair
Fyrne Bemiller
David Driscoll
Victor Frazier
Charles Hansen
Resa Hayes (via phone)
Larry Lapidus
Larry Luton
Fran Papenleur
Philip Rudy

STAFF PRESENT

Beth Bousley, Director of Communications & Customer Service
Stacia Bowers, Executive Assistant to the Director of Communications & Customer Service
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services

GUESTS

None

MEMBERS ABSENT

Ann Campeau
Margaret Jones
Charles Howell
Brenda Smits

1. CALL TO ORDER AND ROLL CALL

Chair Lynch called the meeting to order at 5:00 p.m. and conducted roll call.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE ACTION:

a. Minutes of the Citizen Advisory Committee - Corrections or Approval

Mr. Lynch asked the Committee to address the minutes of the December 9, 2015 meeting.
The minutes were approved.

4. COMMITTEE REPORTS:

a. Fare Analysis Update:

STA evaluates its fares on a periodic basis. The last major review of its fare structure was conducted in 2009. This resulted in a phase in of fare changes for the years 2010, 2011, and 2012.

As part of the fare change process, public outreach is conducted to ensure stakeholder participation. Title VI is a federal statute that states "no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." In addition, Executive Order 12898 requires an evaluation of whether a policy or activity will have a disproportionately high and adverse effect on minority and low-income populations. Title VI requires a public outreach plan be approved prior to conducting the outreach. This public outreach plan was presented to the Citizen Advisory Committee in January 2016 and the Board in February 2016.

Following is a tentative timeline for the fare analysis process:

- | | |
|--------------------|--|
| • December 2015 | Staff presents calendar |
| • January 2016 | CAC determines their role in Public Outreach |
| • February 2016 | CAC/PMER reviews Preliminary Proposal and approves Public Outreach |
| • March – May 2016 | Public Outreach on Preliminary Proposal |
| • May 2016 | CAC/PMER - Draft Recommendation |
| • June 2016 | Public Hearing on Draft Recommendation |

- July 2016 Final Recommendation for Board Decision
- Aug 2016 – June 2017 Communicate Changes
- July 1, 2017 Effective Date of Changes

Ms. Bousley discussed roles for CAC in public outreach. She informed the committee that ridership is down 4.5% due to gasoline prices and it is a trend nationwide. The proposed change for fixed route is a fare box return of at least 20%. We are currently at 19% and the national average is 23-25%. STA is also encouraging the increase in pre-payment and to reduce use of cash by offering no charge for a rider's first smart card. The online store alone generated a half million dollars. STA maintains a favorable comparison to Washington State's urban transit system average with the 2nd lowest cost per passenger.

The CAC's most valuable role is to be actively involved with public outreach, neighborhood meetings, facilitating, scheduling and attending these along with established meetings to review and comment on proposals.

b. Central City Line Public Outreach Update:

Mr. Otterstrom updated the CAC on the Central City Line (CCL) project. STA has been awarded grant funding for high performance transit frequent use from Browne's Addition to Spokane Community College (SCC) for corridor based rapid transit. The project is currently in the design phase. STA is working with DSP to advertise some public outreach events to help determine east to west routes. There will be a public open house on February 2nd to gather input from business owners, students, and developers. STA will bring renderings of what the stations could look like in this area. There will also be a Browne's addition meeting in March. Ultimately, the Steering Committee will give a recommendation of which streets to use.

c. Recruitment/Orientation Workgroup Update:

Mr. Lynch informed the CAC that the workgroup has requested to adapt the Board orientation for CAC members. The workgroup would also like to go through the orientation with the board as well. STA will do an orientation presentation with audio for the CAC. Ms. Bousley reviewed the Board orientation presentation with CAC members. The workgroup recommended 90 days' worth of minutes be provided in the CAC orientation packet along with a copy of connect Spokane, bus fare and other basic information.

Mr. Lynch noted that in reviewing the Bylaws for the CAC, representation is needed from various neighborhoods, organizations, etc. Mr. Lynch drafted a checklist to help identify affiliations and representation required by the Bylaws. STA will send this out via email for CAC members to fill out and return. This tool will use the statistics in determining any areas that maybe underrepresented. This document will be for internal use only.

It was suggested that the timeline for recruitment run concurrently with other STA public outreach.

Mr. Lynch restated the goal of having a third of current CAC members terms expire each year. He has divided the existing membership into three groups: the original five members, the newest five members and those in the middle. The committee is still working on how to assign terms but hopes to allow members some ability to self-select their term and expiration date based upon their tenure on the board and our newly approved bylaws.

5. GENERAL BUSINESS:

Mr. Lynch asked the Committee to address the meeting schedule for 2016. The 2016 meeting schedule was approved.

6. SET MEETING SCHEDULE & AGENDA ITEMS:

- West Plains Transit Center Update (put for March)
- Recruitment/Orientation
- 2016 Performance Measures
- Legislative Update
- HPT
- Fare Analysis
- Communication plan

7. **ADJOURN**

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'SB' with a long horizontal flourish extending to the right.

Stacia Bowers
Executive Assistant to the Director of
Communication & Customer Service